**APPENDIX A: BUDGET TEMPLATE – add rows as needed**

1. Personnel (not to exceed 50% of total budget)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Project Role** | **Calendar Months** | **Requested Salary** | **Requested Fringe Benefits** | **Total Funds Requested** | **Justification** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  | Total: |  |

1. Equipment

|  |  |  |  |
| --- | --- | --- | --- |
| **Equipment** | **Funds Requested** | **Justification** |  |
|  |  |  |  |
|  |  |  |  |
|  |  | Total: |  |

1. Materials and Supplies

|  |  |  |  |
| --- | --- | --- | --- |
| **Materials and Supplies** | **Funds Requested** | **Justification** |  |
|  |  |  |  |
|  |  |  |  |
|  |  | Total: |  |

1. Travel - not to exceed $2500

|  |  |  |  |
| --- | --- | --- | --- |
| **Travel Costs Requested** | **Justification** |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | Total: |  |

1. Total Budget Requested

|  |  |
| --- | --- |
| Total: |  |